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MEMORANDUM FOR: Mr. Wiener

1.	I have	carefully	reviewed th	me Direct	carte 9	Jenney:	new randu	on the
general.	reincin	las rovemi	ng administ	bratilve s	apport	for your	Offices,	ADULE THE T
orandus.	of the	panto dato a	tootdee ha	to Mr. W	fold in	ed de tre	concurrer.	, L .
	ageno reind		which	ı impleme	mead th	e egrees	entre ande	N Jim
Mr. Wol.	t, and 🗌		and the pag	per no m u	moer co	aciderst	i ca ,	

- 2. It is my understanding that it is not intended to alter the built policy ciples amounced by the Director in January. I, therefore, Seel that the proposed paper should be entirely consistent with the Director's 9 January meters to due and should be so worded that it cannot be interproted as changing we then flicting with it.
- tive Staff, I have used as such of the language from the January papers at pitsible (and I don't think that it is out of content), tegether with some of the
 language in the proposed paper. By proposed statement is attached. To still
 leaves a lot of detail to be nettled between the Deputy Director (Administration)
 and the Deputy Director (Plans) as to exactly what each is going to do and like.
 We equidn't settle those details today and I don't believe that this paper straids
 attempt to spell this out. It leaves unaltered the Director's instruction that,
 subject to certain principles, "the Deputy Director (Administration) has directled
 with and is responsible to the undersigned (Director) for all administration
 support for the Agency." It recognizes that administrative support for the the filldestine services seet to a joint DE/P-DD/A affect, that uniform procedures that
 be developed, and that the existing unnecessary duplication of idministrative size
 fort must be eliminated. I put the sentence pertaining to training it particles
 and Colonel Beird.
 - h. I hope that you will find the attached acceptable.

L. C. Whites

1 Att.

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cc: Mr. Hedden

\$ K.R.T

(5) Chief. Administration: A qualified Administrative Officer prowided by the Deputy Director (Administration), acceptable and rimarily responsible to the Deputy Director (Plans) for prosecuting
with the Deputy Director (Administration) the planning, development, coordination and implementation of administrative support
for all clandestine activities. This will include the establishment of uniform administrative precedures, which are consisted
with Agency Regulations and procedures, for all clandestine activities alread. (The Chief, Administration, shall also direct orert training in support of all clandestine activities.) The orgenization and functions of this staff element shall be such as
will insure the closest possible coordination with the Deputy isrector (Administration) on all phases of administrative support
and the supeditious elimination of all unnecessary duplication of
administrative effort.

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